

U. S. NAVAL FORCES JAPAN MLC/IHA VACANCY ANNOUNCEMENT

Position Title: EDP Specialist #373, BWT 1-4/5
Announcement No: A-03-114
Employment Type: Permanent-Full Time position
Base Pay: BWT 1-5: 212,500 yen per month or above (LAD: 3)
BWT 1-4: 185,600 yen per month or above (LAD: 2)
Location: Supply / Comptroller Department, NAF Atsugi
Work Schedule: 40 HRS/WK (Mon - Fri / 0745-1630)
Open: 09/16/03
Cut Off: 1st Cut Off: 09/23/03 (Subsequent Cut-Off every Tuesday)
Close Date: Open until filled
Area Of Consideration: Current Permanent USFJ Employees and Off Base Applicants

MAJOR DUTIES:

Performs technical duties for computer hardware, application and operating systems support for the automated information systems under instruction from the supervisors/senior specialists. The incumbent will assist in maintaining control of all NAF Atsugi microcomputer and peripheral equipment assigned to NAF Atsugi departments and tenant commands, designating and maintaining configuration control of all NAF Atsugi information resource oriented minor property, accomplishing system setup and software installation for all new computer and peripheral equipment, issuing all new microcomputer equipment to the end users, updating minor property inventories, providing to the Information System Security Officer a system inventory for use in system accreditation, processing information resources oriented minor property equipment for excess when it is determined that the equipment is beyond economical repair or is no longer needed. Provide help desk services to NAF Atsugi and tenant command personnel with regards to microcomputer and peripheral equipment problems and malfunction, troubleshooting and repair of broadband and base LAN systems. Provide help desk services to NAF Atsugi and tenant command personnel with regards to application and operating system software problems. Perform other technical assistance duties as assigned by immediate supervisors or by the IRM director.

QUALIFICATION REQUIREMENTS:

BWT 1-5: - Completion of graduate school with master degree in any field, or
- At least one year of work experience at the next lower grade (1-4 or equivalent) in the related duties.

OTHER WORK CONDITIONS:

English fluency in writing, reading, and speaking. Vehicle Driver's license is desired.
Knowledge/skills/experience in computer are essential.

INSTRUCTIONS FOR APPLICANTS:

- Non-Japanese applicants: Only those who possess permanent residency visas are eligible. Please attach a copy of alien registration certificate to your application.
- Former US Military Retirees: Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel to be considered. Please attach approval letter and DD Form 214 to your application.
- SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment

HOW TO APPLY Send us only English MLC/IHA APPLICATION FORM (HRO ATSUGI FORM FEB 02) or resume with equitable information to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement. To be considered for selection, resume must include at least the following information: Full name, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled. **Applications and attachments will not be retrieved for duplication or for return.** All applicants must meet eligibility requirements by respective closing date. Ineligible applicants will not be referred for consideration

U. S. Naval Air Facility, Atsugi (Box 12)
Human Resources Office
Ayase-shi, Kanagawa-ken
〒252-1101

NOTE:

- 1) Make sure you annotate "Announcement No (A-03-114)" to your resume.
- 2) All applicants must meet eligibility requirements respective closing date. Ineligible applicants will not be referred.